



UTILITY INFRASTRUCTURE COORDINATOR

Purpose:

To actively support and uphold the City's stated mission and values. To provide engineering management of utilities placed within the public rights of way and public utility easements and to coordinate utility work with the City's Pavement Management Program.

Supervision Received and Exercised:

Receives general supervision from the Principal Civil Engineer.

Exercises functional and technical supervision over lower level and/or temporary/contract staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Meet with public utility companies on a regular basis to determine common routing of utilities, facilitate joint trench agreements, and work out other utility issues.
- Recommend routes and location of new utilities based on factors such as acceptable clearance from other underground utilities, preservation of City pavements and other improvements within the right of way, aesthetics of above ground cabinets, traffic impacts, joint trench opportunities, and the area to be served by the licensee.
- Recommend and assist in the implementation of goals and objectives for special programs and projects; manage or assist in managing the SRP Aesthetics Program and the City's Undergrounding Program; recommend priorities and schedules for undergrounding of overhead utility lines; coordinate work with appropriate power companies; coordinate the Utility Program with the City's Pavement Management Program to maximize pavement preservation and still allow utility construction in accordance with licenses and Federal and State laws; recommend adjustments to pavement strategies as necessary; coordinate utility and pavement restoration work with other City Departments.

CITY OF TEMPE

Utility Infrastructure Coordinator (continued)

- Serve on the Arizona Utility Coordination Committee and East Side Liaison Committee to address utility issues on a valley wide basis; coordinate with other communities to streamline utility construction practices.
- Serve on telecommunications committees with legal and administrative staff; research and provide input for new or updated license agreements; review all draft license agreements for engineering requirements and recommend revisions as necessary.
- Coordinate the maintenance and updating of the utility procedural manual, utility engineering standards and telecommunication/undergrounding maps as required.
- Review and oversee the review of utility plans and specifications, calculation of fees, and issuance of permits for utility projects; coordinate work with the City's Utility Inspector.
- Coordinate the placement of City communication conduits with other city Departments. Work out agreements and informal contracts for placement of City conduits in joint trenches or at other locations.
- Inspect utility installations and City construction projects in City right of way for conformance with plans, specifications, and regulations.
- Coordinate the preparation and processing of payments for contracted services; coordinate necessary funding adjustments to maintain project funding in accordance with contractual obligations.
- Assist the City Engineer in providing updates to City management and the City Council as requested.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience performing a variety of technical civil engineering work.

Training:

Equivalent to an Associate of Arts Degree from an accredited college and university with major course work in civil engineering or a related field.

CITY OF TEMPE
Utility Infrastructure Coordinator (continued)

Licenses/Certifications:

May require the possession of, or ability to obtain an appropriate, valid Arizona driver's license.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 6143

Salary Range: 33

FLSA: Non-Exempt